

RESOLUTION

NO: [Title]

LIVINGSTON COUNTY

DATE: Click or tap to enter a date.

Resolution Authorizing Reclassification of the Deputy District Court Clerk/Office Technician to the District Court Coordinator – District Court

WHEREAS, the District Court is in the process of re-organizing clerical and administrative responsibilities. Among these changes, the District Court is creating a new position titled District Court Coordinator. While the position will not have supervisory responsibility, it will effectively serve as a high-level administrative position that function as an administrative conduit between the District Court Administrator and Division Leaders; and

WHEREAS, the position will retain duties of a former Deputy District Court Clerk/Office Technician position related to high-level technology support and these duties will be further expanded to include additional technical support as well as back-up recorder responsibility, LEIN and other duties; and

WHEREAS, this position has been evaluated by Municipal Consulting Services, LLC., who is recommending the District Court Coordinator position be classified at the Court Union Grade 6; and

WHEREAS, the position change results in about \$6,000 total additional costs which will be funded from savings from the reclassification of the Trial Court Administrator position.

THEREFORE BE IT RESOLVED that the Livingston County Board of Commissioners hereby approves the reclassification of the Deputy District Court Clerk/Office Technician from Court Union Grade 4 to District Court Coordinator at Court Union Grade 6.

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NOTE: This job analysis needs only Personnel Subcommittee approval and does not need to move forward to any other committee, pursuant to Livingston County Board of Commissioner's policy.

MOVED:

SECONDED:

CARRIED: